



Third Taxing District

P.O. Box 451
South Norwalk, CT 06856

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THIRD TAXING DISTRICT OF THE CITY OF NORWALK, COMMISSION
MEETING, MONDAY, **OCTOBER 18, 2004**, AT THE EAST NORWALK
IMPROVEMENT ASSOCIATION LIBRARY, VAN ZANT STREET, EAST
NORWALK, CONNECTICUT AT 7:00 P.M.

1. Public Comment
2. Approval of minutes of meeting of October 4, 2004 - Attachment 1
3. General Manager's Report - Attachment 2
4. Operating reports - Attachment 3
5. Line crew staffing - Attachment 4
6. Solar energy conference authorization
7. Clarifying vote on bad debt write-offs
8. Accounting transition
9. Norden generators project
10. 2005 insurance renewal - Attachment 5
11. Third District grant application process - Attachment 6
12. Adjournment

Communications:

District Commissioners

David L. Brown 203-866-8099
Stephen M. Feinstein 203-866-9271
Paul S. Coggin 203-866-1551

Chairman
Commissioner
Commissioner

George E. Leary 203-866-9271
John Stoops 203-854-5105

General Manager
Treasurer

DRAFT

**THIRD TAXING DISTRICT
OCTOBER 4, 2004
REGULAR MEETING**

ATTENDANCE: David Brown, Chair; Paul Coggin; Stephen Feinstein; John Stoops

STAFF: George Leary, General Manager

OTHERS: Abbot K. Snow, Matthew Alred, Accurate Accounting; Attorney
Larry Denin

Mr. Brown called the meeting to order at 7:03 p.m.

PUBLIC COMMENT

There were no members of the public present.

APPROVAL OF MINUTES OF MEETING OF AUGUST 16, 2004

Page 3: Oyster Festival Sponsorship - Mr. Brown abstained.

**** MR. COGGIN MOVED TO ACCEPT THE MINUTES AS CORRECTED
** MOTION PASSED UNANIMOUSLY**

APPROVAL OF MINUTES OF SPECIAL MEETING OF AUGUST 25, 2004

Page 3: correct spelling of repaors to repairs

Page 4: correct spelling of CEMEC to CMEC

Add - Mr. Leary will report his findings at the next meeting.

**** MR. COGGIN MOVED TO ACCEPT THE MINUTES AS CORRECTED
** MOTION PASSED UNANIMOUSLY**

GENERAL MANAGER'S REPORT

- Mr. Leary discussed his concerns about the qualifications of the new accountant.

**** MR. BROWN MOVED TO ADD AN ITEM TO THE AGENDA
** MR. COGGIN SECONDED
** MOTION PASSED WITH ONE (1) OPPOSED (MR. FEINSTEIN)**

- ** MR. BROWN MOVED TO PROPOSE THAT MR. MATTHEW ALRED OF ACCURATE ACCOUNTING BE HIRED TO FILL OUT THE PREVIOUS AGREEMENT AT \$75.00 PER HOUR AND MR. SNOW TEACH AT \$45.00 PER HOUR WITHIN THE SAME PARAMETERS AS BEFORE**
- ** MOTION FAILED DUE TO LACK OF A SECOND**
- ** MR. COGGIN MOVED TO ADD AN AGENDA ITEM – DISCUSSION AND NECESSARY APPROVALS FOR ACCOUNTANT TRANSITION PLAN**
- ** MR. BROWN SECONDED**
- ** MOTION PASSED WITH ONE (1) OPPOSED (MR. FEINSTEIN)**
- ** MR. BROWN MOVED TO HIRE MR. ALRED ON AN INTERIM BASIS, BY WAY OF ACCURATE ACCOUNTING AND THAT HE WILL BE PAID \$75.00 PER HOUR AND MR. SNOW WILL BE PAID \$45.00 TO TRAIN**
- ** MR. BROWN WITHDREW THE MOTION**
- ** MR. COGGIN MOVED TO APPROVE \$2,000.00 FOR SUPPLEMENTAL FUNDING FOR THE ACCOUNTING TRANSITION PLAN TO BE ALLOCATED TO ACCURATE ACCOUNTING, MR. SNOW FOR AN HOURLY RATE OF \$45.00 AND MR. ALRED FOR AN HOURLY RATE OF \$75.00**
- ** MR. BROWN SECONDED**
- ** MOTION PASSED WITH ONE (1) OPPOSED (MR. FEINSTEIN)**
- Mr. Leary provided a list of power outages that took place during September 2004.
 - Mr. Leary distributed the 2004-2008 financial projections. Mr. Stoops commented that he is concerned about the negative trend. The Commissioners discussed energy costs.

OPERATING REPORTS

- Mr. Leary suggested that the Commissioners attend the Legislative rally in Washington, DC on February 8 – 11, 2005.
- Mr. Leary will provide profit and loss comparisons each month.

ABATEMENT REQUESTS

- Mr. Leary will provide a draft in table format of the outstanding electric bill balances.
- Mr. Leary reported that they have two (2) abatement requests. The staff supports both of them.

**** MR. FEINSTEIN MOVED TO ABATE \$605.91 ON THE ACCOUNT LISTED AS TRACY COGGSWELL, 18 OSBORNE AVENUE, PROPERTY OWNER JEFFREY DEROSA**

**** MR. BROWN SECONDED**

**** MOTION PASSED UNANIMOUSLY**

**** MR. FEINSTEIN MOVED TO ABATE \$66.91 FOR 9 WINFIELD STREET, EAST NORWALK FOR PROPERTY OWNED BY RICHARD SANTELLA**

**** MR. COGGIN SECONDED**

**** MOTION PASSED UNANIMOUSLY**

CEMETERY MAINTENANCE

- Mr. Leary reported that headstones need repair and trees are overgrown in the cemetery.
- Ten headstones can be repaired at a cost of \$3,600.00
- Mr. Feinstein noted that there are a lot of significant plantings in the cemetery. He requested that before chopping anything he wants to know if those plantings hold a purpose.

MTA BILLBOARD

Mr. Coggin said that there is a request to remove some of the billboards. The MTA is agreeable to remove 2 of the 4 billboards.

ADOPTION OF CAPITAL BUDGET

- ** MR. FEINSTEIN MOVED TO ADOPT THE CAPITAL BUDGET FOR FY 05 AS SET FORTH ON THE THIRD TAXING DISTRICT BUDGET DATED MARCH 16, 2004**
- ** MR. BROWN SECONDED**
- ** MR. FEINSTEIN MOVED TO AMEND THE MOTION TO REMOVE \$52,000 FOR A CAPITAL BUDGET OF \$1,959,900.00**
- ** MR. COGGIN SECONDED**
- ** MOTION TO AMEND PASSED UNANIMOUSLY**
- ** MOTION AS AMENDED PASSED UNANIMOUSLY**

TREE TRIMMING PROPOSALS

- Mr. Leary reported that due to the resignation of linemen, he might have to come back to the Commission for additional funding for tree trimming.
 - Mr. Leary said that he received three bids and recommended KTI Utility Construction, who was the lowest bidder. He added that tree trimming is very important to system reliability.
- ** MR. COGGIN MOVED TO APPROVE \$18,000.00 TO KTI FOR THE BALANCE OF THE CURRENT FISCAL YEAR THROUGH JUNE 2005**
- ** MOTION FAILED DUE TO LACK OF A SECOND**
- ** MR. BROWN MOVED TO APPROVE \$25,000 FOR KTI TREE TRIMMING**
- ** MR. FEINSTEIN SECONDED**
- ** MOTION PASSED WITH ONE (1) ABSTENTION (MR. COGGIN)**

NORDEN GENERATORS

PROJECT UPDATE

- Mr. Leary distributed the final budget
- Attorney Denin and Mr. Leary are working on the first amendment to the Norden Lease.
- The Commissioners discussed ways to mitigate spills.

WARRANTEE

- Mr. Leary recommended purchasing a warrantee. Mr. Stoops said that he does not support purchasing a warrantee. Mr. Leary said that the warrantee would cover those items not covered by insurance.

A brief recess was taken at 10:00 p.m.

The meeting resumed at 10:08 p.m.

The Commissioners discussed a sound wall.

- Mr. Leary said that they could go back to Zoning and based upon testing, feels that they do not need a sound wall or they could appeal to the citing council.
- Mr. Brown said that he would contact Mr. Greene, Director Planning & Zoning and ask him if he could bring a sound person to present the case.
- Mr. Coggin suggested that whatever is spent on a sound wall has already been allocated. He added that it would not hurt to contact Mr. Greene for guidance.

CUSTOMER LOAD RESPONSE BILL STUFFERS

- The Commissioners discussed the bill stuffer and agreed to include the bill stuffer for Cool Sentry at a cost of \$1,000.00 to cover the mailing cost.

PROJECT UPDATE OF NINETIETH ANNIVERSARY POLE BANNERS

- Mr. Brown said that they will wait for the spring for further discussions
- Mr. Feinstein and Mr. Coggin will follow up with Mr. Brown individually regarding doing anything for the holidays.

EMERGENCY PLAN AUDIT

- ** **MR. COGGIN MOVED TO APPROVE \$1,000.00 TO SEND THE THIRD TAXING DISTRICT EMERGENCY PLAN TO AN OUTSIDE EXPERT FOR AN AUDIT**
- ** **MOTION FAILED FOR LACK OF A SECOND**

LINEMAN RESIGNATION

- Mr. Leary reported that two linemen resigned.

DRAFT

- ** MR. COGGIN MOVED TO HAVE AN INDEPENDENT HUMAN RESOURCES EXPERT CONDUCT AN EXIT INTERVIEW BY TELEPHONE WITH THE TWO INDIVIDUALS AT A COST OF \$500.00**
- ** MR. BROWN SECONDED**
- ** MOTION PASSED UNANIMOUSLY**

- Mr. Leary will determine how the emergency plans will be affected now that the Department is down two employees. He will also find out if temporary employees could fill the positions.

ADJOURNMENT

- ** MR. FEINSTEIN MOVED TO ADJOURN**
- ** MOTION PASSED UNANIMOUSLY**

The meeting was adjourned at 10:40 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

Memorandum

Third Taxing District

Electric Department

To: Commission

From: G E Leary

Date: October 18, 2004

Subject: General Manager's Report

Norden Generators – Outstanding items include:

- Writing operating procedures
- Decision on fence vs. sound wall
- Lease amendment negotiations
- Fuel tank connection

Work Plan – A list of pending projects is attached. This list is prioritized from the perspective of the General Manager. It is important that the Commission consider these items and any others they wish to add and determine where to focus our limited resources.

Cemetery – We have contracted with Oman's garden center to remove stray trees from the Cemetery. This work was done on 10/12 and 10/13.

Cool Sentry – Cool Sentry has installed their load reduction equipment on the two central air conditioners at the District Office Building on September 25th. By doing this installation we can show leadership to our customers in the area of customer load response.

Pension Fund Report – A copy of the actuarial summary of the District Pension Plan is attached for your information. Our auditors will use this material in the fiscal 2004 audit report.

District Property – At the request of our auditors we have researched the cost and assessed value of District property. General Counsel provided the research that is the basis of the attached summary.

Capital Budget – The Capital Budget, as adopted by the Commission on October 4, 2004 is attached.

Heating Assistance – A draft letter to the Governor concerning the proposed cuts in heating assistance money allocated to the utilities is attached. Locally these funds are administered by NEON and provide assistance to many of our neediest customers.

TTD CASH BALANCES - ELECTRIC

CASH BALANCES FY 2003

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ACCTS												
PATRIOT/DEPOSITORY	0	0	220,216	98,220	115,944	160,505	463,142	61,383	18,883	112,914	56,485	79,835
PATRIOT/RESERVE	930,631	1,622,340	1,389,224	1,773,632	1,436,407	1,282,292	1,039,463	1,475,361	1,674,505	1,458,822	1,591,247	1,511,837
PATRIOT/OPERATING	10,001	37,034	35,720	-135,185	32,243	33,567	-71,394	23,240	25,129	24,410	22,065	18,257
PATRIOT/SEC. MM	220,149	223,623	217,891	218,135	212,909	213,197	209,627	199,339	197,591	193,395	190,747	187,983
PATRIOT/SEC NOW	1,000	1,001	5,525	11,479	20,491	23,859	21,583	36,353	36,459	43,018	44,790	50,091
PATRIOT/PAYROLL	0	0	28,156	41,761	25,922	21,435	24,603	22,989	247	-5,365	-601	3,453
FLEET/PAYROLL	35,312	5,303	-2,657	3,880	3,880	3,880	3,880	3,880	3,880	3,880	3,880	3,880
FLEET/CONCENTRTN	593,413	119,726	109,862	98,731	98,829	98,257	98,357	98,448	98,548	95,645	95,739	95,833
FLEET/CUST DEP MM	4,337	0	0	0	0	0	0	0	0	0	0	0
FLEET/CUST DEP NOW	964	747	747	747	747	747	747	747	747	747	747	747
FLEET/DEPOSITORY	139,473	842	8,544	1,325	1,325	0	3,000	3,000	1,000	2,000	2,000	2,000
FLEET/DISBURSEMENT	<u>38,674</u>	<u>41,742</u>	<u>41,742</u>	<u>41,742</u>	<u>41,742</u>	<u>41,742</u>	<u>36,742</u>	<u>36,742</u>	<u>36,742</u>	<u>36,742</u>	<u>36,742</u>	<u>36,742</u>
TOTALS	\$1,973,953	\$2,052,357	\$2,054,970	\$2,154,466	\$1,990,438	\$1,879,480	\$1,829,749	\$1,961,480	\$2,093,731	\$1,966,208	\$2,043,840	\$1,990,659

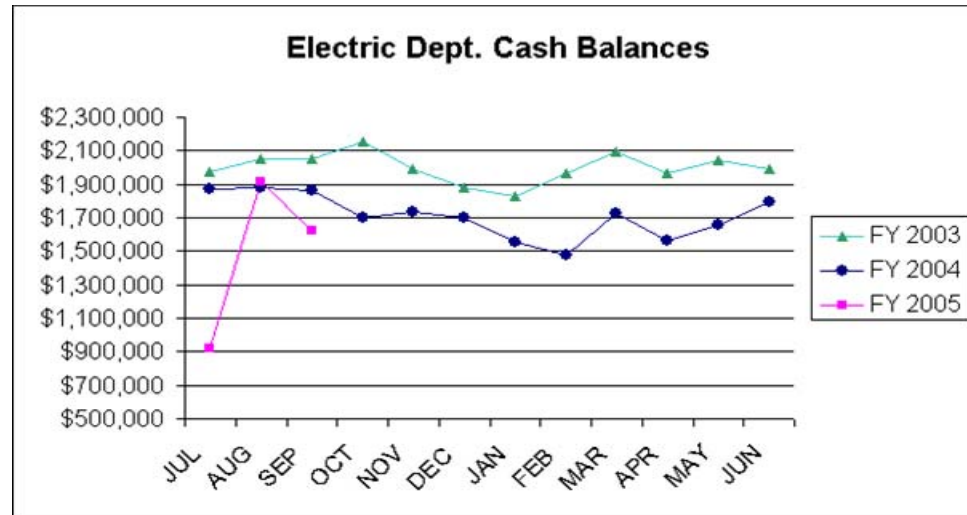
CASH BALANCES FY 2004

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ACCTS												
PATRIOT/DEPOSITORY	230	20,784	121,109	67,074	40,892	221,522	46,159	34,130	148,995	46,371	47,368	162,494
PATRIOT/RESERVE	1,468,964	1,468,675	1,487,994	1,376,768	1,431,946	1,339,559	1,240,847	1,175,102	1,303,748	1,246,767	1,336,949	1,366,123
PATRIOT/OPERATING	15,456	12,311	13,015	13,909	12,300	-100,890	30,394	26,345	26,710	26,524	21,494	20,888
PATRIOT/SEC. MM	196,869	195,726	191,126	188,237	187,295	188,332	189,729	191,287	194,898	195,388	196,987	198,671
PATRIOT/SEC NOW	50,013	50,024	50,046	50,072	50,094	50,116	50,137	50,158	50,181	50,202	50,633	50,237
PATRIOT/PAYROLL	5,137	-2,294	-5,509	658	5,492	-1,299	-1,228	1,125	1,563	-899	900	-853
FLEET/PAYROLL	3,880	3,880	0									
FLEET/CONCENTRTN	95,323	95,406	5,066	5,070	5,074	0	0	0	0	0	0	0
FLEET/CUST DEP NOW	747	747	0	0	0	0	0	0	0	0	0	0
FLEET/DEPOSITORY	2,000	2,000	0	0	0	0	0	0	0	0	0	0
FLEET/DISBURSEMENT	36,742	36,742	0	0	0	0	0	0	0	0	0	0
TOTALS	\$1,875,361	\$1,884,001	\$1,862,847	\$1,701,788	\$1,733,092	\$1,697,340	\$1,556,038	\$1,478,147	\$1,726,095	\$1,564,354	\$1,654,330	\$1,797,555

CASH BALANCES FY 2005

[illegible]

*Unreconciled balances



PATRIOT/DEPOSITOR
 PATRIOT/RESERVE
 PATRIOT/PAYROLL
 PATRIOT/OPERATING
 PATRIOT/SEC. MM
 PATRIOT/SEC NOW

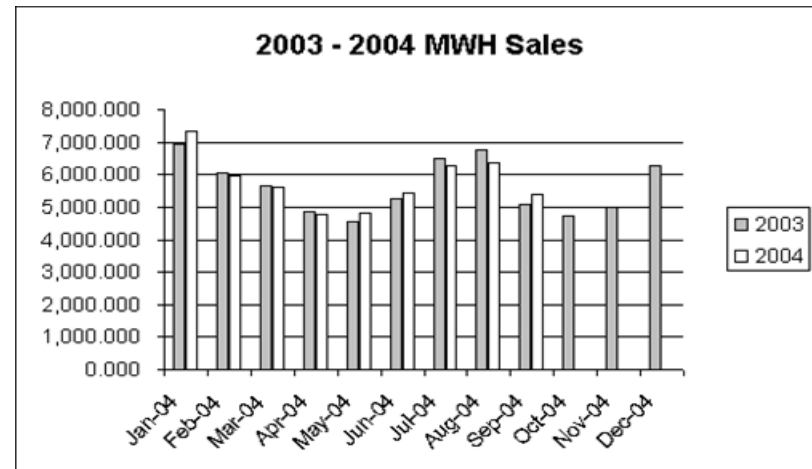
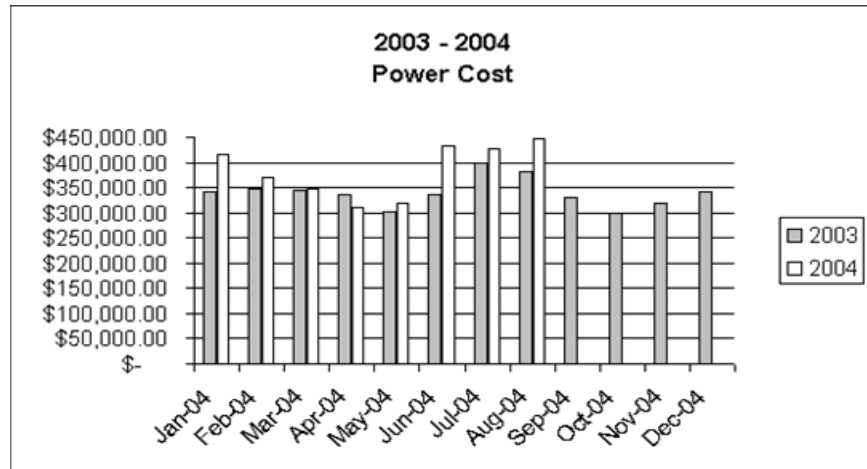
*Interest Rates
 0.490%
 1.230%
 0.490%
 0.490%
 1.230%
 0.490%

*As of 8/31/04

TTD Electric Department Power Supply Report September 2004

	Last Year		Current Year		Change From Last Period			
	Month	Year To Date	Month	Year To Date	Month Change	Change %	YTD Change	Change %
Demand MW	11.202	107.573	10.810	104.723	-0.392	-3.5%	-2.850	-2.6%
Energy MWH	5,086.218	51,630.704	5,406.067	52,001.638	319.849	6.3%	370.934	0.7%
Energy Cost	\$ 380,820.73	\$ 2,786,002.32	\$ 445,805.55	\$ 3,071,140.31	\$64,984.82	17.1%	\$285,137.99	10.2%
Energy Cost Cents/KWH		5.986		6.591				

	Budget	Actual	Variance	Variance %	
Accumulated Demand MW	109.050	104.723	-4.327	-4.0%	
Year to Date Energy MWH	51,809.000	52,001.638	192.638	0.4%	
Year to Date Energy Cost	\$2,788,279	\$3,071,140	282861.34	10.1%	Through August



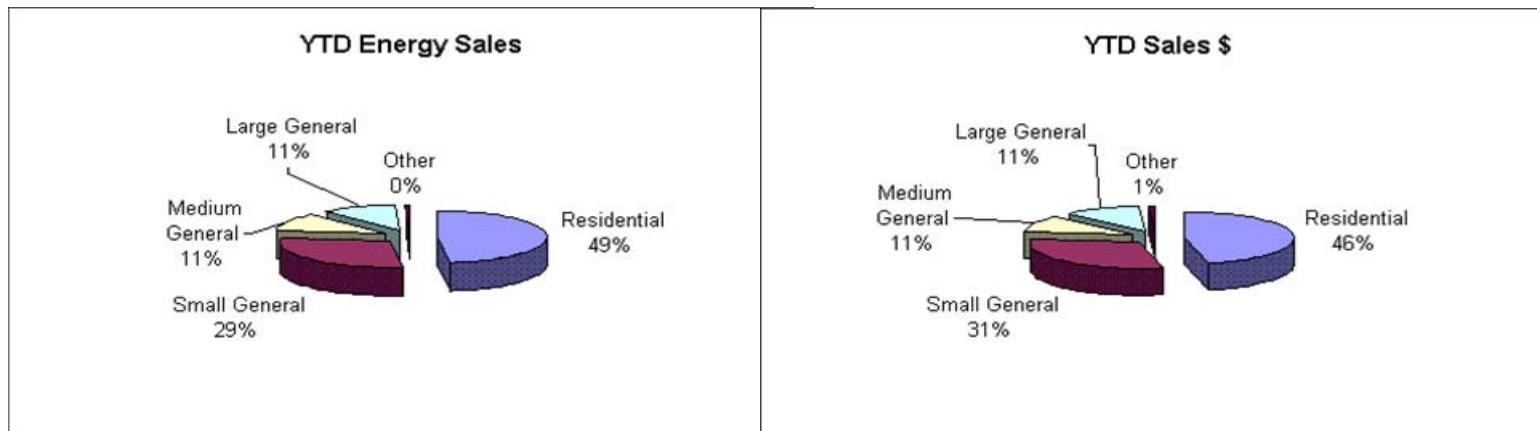
TTD Electric Department Sales Report September 2004

	Last Year		Current Year		Change From Last Period			
	Month	Year To Date	Month	Year To Date	Month Change	Change %	YTD Change	Change %
<u>RETAIL ENERGY SOLD (MWH) [1]:</u>								
Residential	3,126	23,681	3,079	23,526	(48)	-1.5%	(155)	-0.7%
Small General	2,142	13,469	2,161	14,357	18	0.9%	888	6.6%
Medium General	581	5,512	686	5,248	105	18.0%	(264)	-4.8%
Large General	557	4,824	706	5,482	149	26.7%	658	13.6%
Other	27	242	27	242	0	0.0%	(0)	0.0%
TOTAL MWH	6,433	47,728	6,657	48,855	224	3.5%	1,127	2.4%

RETAIL ELECTRIC REVENUES (\$) [1]:

Residential	312,428	\$ 2,395,150	316,649	\$ 2,414,822	4,221	1.4%	19,672	0.8%
Small General	231,893	1,474,185	235,546	\$ 1,592,561	3,653	1.6%	118,376	8.0%
Medium General	62,317	597,412	73,220	\$ 573,614	10,903	17.5%	(23,798)	-4.0%
Large General	56,063	500,090	76,243	\$ 574,051	20,180	36.0%	73,961	14.8%
Other	6,498	58,521	6,498	\$ 61,681	0	0.0%	3,159	5.4%
TOTAL \$	669,199	\$ 5,025,358	708,156	\$ 5,216,728	38,957	5.8%	191,370	3.8%

[1] As reported to CMEEC by the Member municipal electric systems. Revenues include fuel adjustment charge.



City Load Shed Project

Cash

	<i>March-04</i>	<i>April-04</i>	<i>May-04</i>	<i>June-04</i>	<i>July-04</i>	<i>August-04</i>	<i>September-04</i>	<i>October</i>	<i>Project TD</i>
CMEEC Revenue				\$ -	\$ -	\$ 9,900.00	\$ -		\$ 9,900.00
Payments to City					-	8,100.00	-		\$ 8,100.00
Less Expenses	720.00	180.00	1,161.90	180.00	1,680.70	66.63	-		\$ 1,927.33
Net	\$ (720.00)	\$ (180.00)	\$ (1,161.90)	\$ (180.00)	\$ (1,680.70)	\$ 1,733.37	\$ -		\$ (2,189.23)

Memorandum

Third Taxing District

Electric Department

To: Commission

From: G. E. Leary

Date: October 12, 2004

Subject: Line Crew Staffing

Glen Favaro, one of our two linemen resigned without notice on 9/24/04 and Greg Goldstein, our other lineman resigned with his last day of work being 10/12/04. It is our understanding that both of these people accepted positions at CL&P. In order to have coverage for emergencies and to be able to respond to routine customer needs it is necessary to fill these positions immediately. At the present time our only coverage is our Line Foreman, Ray Mitchell supported by our Senior Meter Technicians.

Given the time it normally takes to advertise and fill a position and given the extremely tight market for trained linemen in this area, we should first focus on interim measures to provide line crew coverage. With temporary coverage in place we may focus on securing permanent staffing. The following steps will be taken in generally the order presented:

1. Utilize the Senior Meter Technicians to assist the Line Foreman to the extent their training and skills allow. This includes temporary paid on-call rotation.
2. Arrange for training needed to allow Senior Meter Technicians to obtain Class 2 drivers' licenses so that they may drive the large trucks.
3. Advertise for needed positions i.e. lineman and apprentice lineman.
4. Contract for interim personnel for a term of six months.
5. Consider using contractor for snow plowing assistance.
6. Negotiate apprentice-training program with Union.
7. Update line crew position descriptions.
8. Interview and hire.

The decision on the exact nature of the hiring to be done will depend on the pool of available applicants. Since it takes four years to train an apprentice, this option is less desirable than employing a fully trained person but may be necessary in this employment market.

A proposal from Utility Lines Construction Services, Inc. is attached. This firm is the largest provider of contracting services to NU and is the only one of three asked to bid that has responded to date. The other two firms said that they did not have suitable help available at this time.

There are numerous issues to consider when staffing with contract labor including:

- Contractors operate under a different union contract with different hours of work.
- Contractors often work four days of ten hours and may commute from relatively long distances.
- Our direct costs will increase our productivity will increase and our indirect costs will decrease.

It is recommended that the Commission **vote to authorize the General Manager to proceed with staffing the line crew generally by taking the following steps:**

- 1. Utilize the Senior Meter Technicians to assist the Line Foreman to the extent their training and skills allow. This includes temporary paid on-call rotation.**
- 2. Arrange for training needed to allow Senior Meter Technicians to obtain Class 2 drivers' licenses so that they may drive the large trucks.**
- 3. Advertise for needed positions i.e. lineman and apprentice lineman.**
- 4. Contract for interim personnel for a term of six months.**
- 5. Consider using contractor for snow plowing assistance.**
- 6. Negotiate apprentice-training program with Union.**
- 7. Update line crew position descriptions.**
- 8. Interview and hire.**

Memorandum

Third Taxing District

Electric Department

To: Commission

From: G E Leary

Date: October 12, 2004

Subject: Insurance Renewal

The District property and casualty insurance was competitively bid last year. The coverage was placed with the understanding that, if reasonable renewal terms were available, the coverage would be renewed for up to three years. At this time it is appropriate to ask our agent, Murphy associates, to request renewal quotes. Particular emphasis should be placed on the workers compensation coverage because of our good experience in recent years.

It is recommended that the Commission **vote to authorize Murphy Associates to secure renewal quotes on the District property and casualty insurance for 2005.**

DRAFT - February 23, 2004

Resolution Concerning Allocation of Surplus Electrical Department Earnings and District Funds

Whereas profit and depreciation requirements for municipal electrical utilities are set forth by State law in Section 7-222 which provides in part ...Such (electricity) price shall be fixed on a basis of not less than a net profit per year of five percent on the cost of the investment in plant made by the municipality and also depreciation of the plant at not less than five per cent per annum of its cost, and the price shall not be greater than to allow a net profit of eight per cent per annum to the municipality on such cost.

Whereas, the Charter of the Third Taxing District, Section 1.123, states that "All income from the sales of electricity shall first be applied to defraying the current expenses of said electric light plant and to paying the interest on notes, bonds, or certificates of indebtedness incurred in relation to said electric light-plant. If there are retained earnings of cash or negotiable securities, in excess of retirement reserve, said commissioners shall make report thereof to the next annual meeting or special meeting of said district, which shall direct the same to be applied to the extinction of the principal debt of the district or to any purpose in connection with the said works, and, if there is no such debt or need in connection with said works, said meeting may direct such retained earnings or any portion thereof in excess of a proper retirement reserve to be applied to the district general account for current expenses of the district, including public street lighting, care of parks owned by the District, care of the East Norwalk Cemetery, salaries of District officials, support of the East Norwalk Improvement Association Public Library, and improvements to said library and the building and premises where it is housed and adjoining premises owned by the district."

Whereas the Commissioners of the Third Taxing District understand their obligations above.

Whereas the Commissioners of the Third Taxing District wish to facilitate the process by which the Electors decided on the fate of surplus funds, if any.

The District Commission would like to explore the possibility of instituting a grant application process that would provide Electors a meaningful, informed and uniform way of evaluating requests from *bona fide* community organizations that seek funds from the general fund of the Third Taxing District.

This resolution is a simply a statement of intent to explore the possibility of developing and implementing the grant application process in 2004 for inclusion in the annual meetings beginning in 2005. Details TBD.

Objectives Include the Following:

- To facilitate and enhance the process by which Electors can make their decision regarding the allocation of surplus funds, if any.
- On the public's behalf, to hold recipients of funds accountable for their stated intended use of funds.

General Methodology Could Include the Following (*example only, further details TBD):

- A brief form of approximately two to three pages would be completed by the applying organization and delivered to the Commission by the end of the calendar year, for inclusion in the next Annual Meeting.
- The forms would be collected by the Commission, and considered by the Commission as it prepares its budget recommendation for the Elector's consideration at the annual meeting.
- Applying organizations have the option of presenting their request to the Commission and to the public in advance of the annual meeting at a regularly scheduled Commission meeting.
- Complete copies of forms and support materials from all applying organizations would be provided to Electors at the annual meeting.
- Organizations that received funds in the prior year would be required to provide a performance report showing how the funds were used in relation to the grant request.
- The Electors would use all of the information as a guide in the allocation of funds.